

**HOUSING AND COMMUNITY DEVELOPMENT  
CORPORATION OF HAWAII (HCDCH)**

*On behalf of the State of Hawaii and the employees of Housing and Community Development Corporation of Hawaii (HCDCH), we invite the following highly motivated and dedicated professionals to join our team and make a difference!*

**Housing Compliance and Evaluation Specialist**

**(\$49,572.00+)**

Plans, schedules, reviews, monitors and investigates programs and activities to ensure compliance with federal and state laws, rules and regulations; review law changes and assist program managers in developing new or revising existing procedures to implement the law changes. Administer the management assessment programs and coordinate special inspections and training for the programs.

Graduation from an accredited college or university; minimum three years program analysis experience which required the identification and investigation of problem areas and developing recommendations for improving the program areas; or three years of specialized experience at a level of difficulty and responsibility comparable to a Property Manager overseeing multiple multi-family developments or as a Public Housing Supervisor V or higher in State service.

**Housing Contract Specialist**

**(\$40,716.00+)**

This position will administer the privately managed state and federal housing contracts to ensure all agreements are in compliance with state and federal regulations; analyze proposals with regards to management of rental properties. In addition, this position conducts on-site inspections, audit tenant files to verify eligibility for housing programs.

A minimum two years of specialized experience in property evaluation, operation of residential and/or commercial properties including efficient utilization and maintenance of real property which includes property evaluation, and preparation of management proposals.

**Homeless Programs Specialist**

**(\$40,716.00+)**

Under the supervision of the Homeless Branch Administrator, this position is to implement planning, contracting, collaboration and coordination with homeless providers and the counties on continuum of care strategies, develop and implement programs to alleviate homelessness, pursue private and federal funding opportunities that will enhance the State's efforts to mitigate homelessness and coordinate development and oversight of State-owned homeless facilities.

Graduation from an accredited college or university; effective written and oral communication skills including the ability to write comprehensive reports and evaluations; and the ability to analyze budgets and audit reports are required.

**Homeless Programs Assistant**

**(\$34,824.00+)**

Provides assistance to the Program Specialists and Branch Administrator in the implementation, planning, contracting, collaboration and coordination with homeless providers and the counties on continuum of care strategies; assist in the implementation of programs to alleviate homelessness, and assist in maintaining the centralized database of program information.

One year experience working with service providers for profit and/or non-profit organizations; two years experience in word processing, software and budget detail. Effective written and oral communication skills; detail oriented and high performance level highly recommended.

The above are exempt non-civil service positions. For more information about HCDCH visit our website at [www.hcdch.hawaii.gov](http://www.hcdch.hawaii.gov). HCDCH is an equal employment opportunity employer. Please submit your resume by close of business February 27, 2006.

**ATTN: Personnel – HCDCH  
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